

# Retention and Classification Report

**Agency:** Piute County School District (Utah) (783)

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**Records Officer** Shane Erickson

23937 School board minutes

**AGENCY:** Piute County School District (Utah)

**SERIES:** 23937

3

**TITLE:** School board minutes

**DATES:** 1923-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are minutes of regular and special meetings of the Board of Education. They are used to document the actions and decisions of the Board. School board minutes record the adoption of annual budgets; the approval of expenditures; discussions of district policies. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 15, Item 2.

**AUTHORIZED:** 10/12/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently after being microfilmed.

Microfilm duplicate: Retain in State Archives permanently.

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**SERIES:** 23937

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(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public